

MEMORANDUM

4/23/2010

TO: Marc Hansen, County Attorney, Office of the County Attorney
David Dise, Director, Department of General Services
George Griffin, Director, Department of Liquor Control
Art Wallenstein, Director, Department of Correction and Rehabilitation
Art Holmes, Director, Department of Transportation
Jennifer Barrett, Director, Department of Finance
Richard Bowers, Fire Chief, Montgomery County Fire and Rescue Service
Tom Manger, Police Chief, Montgomery County Police Department
Joe Adler, Director, Office of Human Resources

FROM: Chris Cihlar, CountyStat Manager

SUBJECT: Risk Management #3

The following items were identified for follow-up during the 4/20/2010 CountyStat meeting:

Verify miles used by MCPD vehicles in 2009.

Responsible parties: MCPD
Other parties involved: DGS
Deadline: 5/31/2010

Identify next steps needed to develop a fitness program in DOCR and other relevant departments and articulate fitness requirements in each department.

Responsible parties: DOCR, FIN, OHR
Other parties involved: none
Deadline: 5/31/2010

Develop a program proposal for CAO review and approval for a total absence management program that includes methods to address sick leave balances and identifies total cost of lost time.

Responsible parties: FIN, OHR
Other parties involved: none
Deadline: 6/30/2010

Begin tracking work productivity in the departments as an additional measure of performance in risk management.

Responsible parties: CountyStat, FIN, OHR
Other parties involved: none
Deadline: 6/30/2010

Review procedures for identifying and disseminating information about individuals in need of a remediation plan.

Responsible parties: FIN
Other parties involved: DGS, DLC, DOCR, DOT, MCFRS, MCPD
Deadline: 5/31/2010

Recommend the structure and membership for a task force, including a the task force leader, to examine all aspects of workers' compensation management and identify essential questions the task force must answer to develop a solution to this problem.

Responsible parties: CAT, DGS, DLC, DOCR, DOT, FIN, MCFRS, MCPD

Other parties involved: none

Deadline: 5/31/2010

Begin collecting and reporting data on percent of new cases that are compliant or non-compliant with safety procedures.

Responsible parties: FIN

Other parties involved: DGS, DLC, DOCR, DOT, MCFRS, MCPD

Deadline: 5/31/2010

Clarify the definition of fraud and articulate the difference between abusive patterns and fraud.

Responsible parties: FIN

Other parties involved: none

Deadline: 5/31/2010

cc: Timothy Firestine, Chief Administrative Officer
Fariba Kassiri, Assistant Chief Administrative Officer